

Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE OF REPORT ☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

On Duty Strength by Agency

3. FUNCTIONAL AREA ☒ PERSONNEL ☐ TRAINING ☐ ADMIN. GENERAL
☐ LOGISTICS ☐ SECURITY ☐ OTHER (specify)
☐ MEDICAL ☐ FINANCE

4. NO. OF COPIES PREPARED
 3

5. FREQUENCY (weekly, monthly, quarterly, etc.)
 monthly

6. DISTRIBUTION (No. of components not number of copies)
 5

7. FORMAT (memorandum, form computer print-out, etc) computer

8. ADP PROCESSING ☒ YES ☐ NO IF YES GIVE ADP PROCESSING NO.
 302C

9. DIRECTIVE AUTHORITY REQUIRING REPORT
 Ex. Dir-Compt memo, 24 Sept 1968

10. PREPARING COMPONENT (include lowest level contributing information to report)

CPD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

OCS cost	.03 per page	- 3	\$.09	12	\$1.08
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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provide basic information required to manage and control Agency non-staff personnel.
 First report December 1968, Executive Director-Comptroller established requirement.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

STAT

16. DATE OF INVENTORY

9 October 1970

SHING INFORMATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160071-2

Chief, Contract Personnel Division

18. EXTENSION